**1.Introduction;**

**Safeguarding Adult Reviews (SAR)** - The Care Act 2014 and the accompanying statutory guidance sets out the requirement on Safeguarding Adults Boards (SABs) to conduct Safeguarding Adults Reviews (SARs).

Under the Care Act 2014, Safeguarding Adults Boards must arrange a SAR when an adult in its area dies as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult.

SABs must also arrange a SAR if an adult in its area has not died, but the CIoS SAB knows or suspects that the adult has experienced serious abuse or neglect and there is concern that partner agencies could have worked more effectively to protect the adult.

**Domestic Homicide Review (DHR) –** The Safer Cornwall Partnership Board (SCPB) has a duty to undertake DHRs for any cases referred to it that meets the Home Office multi agency Statutory guidance for the conduct of Domestic Homicide reviews 2016. Under section 9(1) of the 2004 Act, domestic homicide review means a review of the circumstances in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by— (a) a person to whom he2 was related or with whom he was or had been in an intimate personal relationship, or (b) a member of the same household as himself, held with a view to identifying the lessons to be learnt from the death.

Where the definition set out in this paragraph has been met, then a Domestic Homicide Review should be undertaken.

**2.Background:**

The CIOS SAB and SCPB has received a DHR/SAR referral which in-line with our local joint DHR/SAR procedure has been assessed against the criteria set out in the Home Office multi agency Statutory guidance for the conduct of Domestic Homicide reviews 2016 and section 44 of the Care act 2014 by a joint DHR/SAR review panel. A descion has been made by the Panel that this referral will go now forward to a full joint DHR/SAR.

The CIOS SAB and SCPB now needs to commission an independent author to work with our joint DHR/SAR review panel, partners, agencies and family members to complete this review.

The purpose of conducting a SAR is to establish whether there are any lessons to be learnt from the circumstances of the case, about the way in which local professionals and agencies work together to safeguard adults at risk. The SAR brings together and analyses the findings from individual agencies involved in order to make recommendations for future practice where this is necessary.

The purpose of the Safeguarding Adults Review (SAR) is to:

* Determine what might have been done differently to prevent the harm or death occurring.
* Identify lessons and apply these to future cases to prevent similar harm or death happening again.
* Review the effectiveness of multi-agency safeguarding arrangements and procedures.
* Inform and improve future practice and partnership working.
* Improve practice by acting on learning (developing best practice); and
* Highlight any good practice identified.

The purpose of the Domestic Homicide Review (DHR) is to:

a) establish what lessons are to be learned from the domestic homicide regarding the way in which local professionals and organisations work individually and together to safeguard victims;

b) identify clearly what those lessons are both within and between agencies, how and within what timescales they will be acted on, and what is expected to change as a result;

c) apply these lessons to service responses including changes to inform national and local policies and procedures as appropriate;

d) prevent domestic violence and homicide and improve service responses for all domestic violence and abuse victims and their children by developing a co-ordinated multi-agency approach to ensure that domestic abuse is identified and responded to effectively at the earliest opportunity;

e) contribute to a better understanding of the nature of domestic violence and abuse; and

f) highlight good practice.

Below is a Basic overview of the case:

This case will focus on an individual who was known to a number of local services who had a history of poor physical heath, complex mental health support needs and had disclosed a history of childhood trauma. The person also had a recorded history of past harm from alcohol use and poly-pharmacological overdoses. There was alleged psychological abuse from their partner which increased their mental health difficulties. Following a deterioration in their mental well-being an incident was reported to the police, on attending the incident the person was found deceased, the police believed their death to be a purposeful act to complete suicide.

**3.Scope**:

The CIOS SAB is inviting tenders from experienced DHR and SAR authors who can evidence their knowledge expertise/experience in the following areas - Domestic abuse , Police, GPs, health trusts, Mental Health Services and Adult Social Care and experience of supporting families through the review process.

The Independent Author will be expected to undertake the following:

* Review and analyse:
  + evidence collected in the course of the review, including the scoping returns from agencies, coroners’ findings and other information available.
  + chronologies and Individual Management Reviews (unless an alternate method agreed)
* Identify any additional information that will be required for this review.
* Liaise with the family, frontline staff, managers and commissioners as required
* Attend and chair meetings with the DHR/SAR Panel (if model to be used) and any other relevant meetings (the majority of this work will be conducted virtually using MS Teams).
* Produce a succinct written report suitable for publication, which provides:
  + An Executive Summary
  + An Overview Report
  + A Learning Summary and/or learning event
  + Answers to the specific questions set in the Terms of Reference, which are to be developed by the author/chair in consultation as appropriate.
  + Identification of lessons to be learnt, gaps in the current system, and any good practice
  + Ensure SMART recommendations
  + Develop an action plan based on the DHR/SAR report
* To present the report to the Safer Cornwall Partnership Board and Safeguarding Adults Board or a subgroup of the SCPB/SAB.
* To undertake any other tasks that the DHR/SAR and Learning subgroup identifies during this DHR/SAR process.

The purpose of employing an independent author is to ensure that Reviews are:

* Independent, unbiased and objective
* Open and Transparent, act in the public interest
* Sensitive to the experience of all involved
* Thoroughness and Meticulous
* Challenging and positioned to deliver change, where required.

The independent author will be expected to complete and comply with the Terms set out in the DHR/SAR author Service level agreement (SLA) specification.

**4. Statement of Requirements:**

Following a decision by the safeguarding adult review (SAR) subgroup and independent chair to undertake a SAR the CIOS SAB will commission an independent author to manage the process. The Independent author should not be involved in the DHR/SAR or an employee of any of the agencies involved in the DHR/SAR. The author can be someone from another SPB/SAB which is not involved in the DHR/SAR or from an agency which is not involved in the case or an independent person considered to be suitable and commissioned by the SCPB/CIOS SAB. The independent author and review process will be supported by the DHR implementation Lead and SAB Safeguarding adult reviews and Development manager.

**MAIN DUTIES AND RESPONSIBILITIES**

* To lead the joint Domestic Homicide review/Safeguarding adult Reviews in accordance with the Statutory guidance for the conduct of Domestic Homicide reviews 2016 and the Care Act 2014, the CIOS local SAR procedure and SCIE national quality SAR markers.
* To provide the independent perspective to the work of the Review and ensure that the process remains within those set out in national and local guidance.
* To ensure the Review actively manages the DHR/SAR process, seeking legal advice as necessary, so that the findings from other relevant processes such as criminal proceedings, an inquest or inquiry/investigation are managed alongside the DHR/SAR report.
* To use the knowledge and experience of the DHR panel and SAR subgroup members to coproduce and establish the Key lines of enquiry (KLOE) and terms of reference for the review.
* To ensure that the SCPB chair and CIOS SAB independent Chair and DHR/SAR panel members are kept informed of the progress of the Review and any potential difficulties or delays in meeting the locally agreed timescales.
* To maintain good working relationships with all those involved in the safeguarding adult review process.
* To ensure that a process is developed for relevant family members/friends and employers/colleagues to be consulted as part of the Review process and to undertake that role on behalf of the Review. Any decision not to involve family members will need to be recorded clearly detailing the appropriate decision-making process.
* To ensure that contributing organizations and individuals are satisfied that their information is fully and fairly represented in the overview report.
* To ensure that the overview report is of a sufficiently high standard and is written in a format suitable for publication.
* If there is disagreement around the contents and/or recommendations of the Overview Report, the SCPB Chair, CIOS SAB independent Chair and joint DHR/SAR panel must be consulted.
* With the joint DHR/SAR panel members translate findings and recommendations into an action plan that should be signed up to by the senior manager in each of the organizations which will be involved in implementing the action plan. The plan should set out who will do what, by when, with what intended outcome and how success will be measured. The plan should set out the means by which improvements in practice/systems will be monitored and reviewed by the SCPB action plan subgroup and CIOS SAB quality assurance subgroup and will consider the local ongoing actions from previous SARs detailed in the CIOS SAB joint thematic action plan template and process.
* Ensure arrangements are made to provide feedback and debriefing to the family members/carers of the subject person as appropriate, following completion of the overview report.
* To attend relevant board meetings as required in order to present the work of the DHR/SAR subgroup, in particular identifying key findings and recommendations for action.
* Ensure consent is sought from those involved in the review, and information sharing frameworks are put in place as appropriate.

The Independent author will be responsible to the SCPB and CIOS SAB who discharge their duties through the DHR review panel, Safeguarding adult review (SAR) subgroup, the DHR Implementation led and Safeguarding adult reviews and Development Manager.

# 5. Quality Requirements (Evaluation Criteria):

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| --- |
| **Independence Statement: Have you previously been employed by any agency working in Cornwall & The Isles of Scilly including Devon & Cornwall Police, Cornwall Council, Council of the Isles of Scilly, NHS Cornwall and Isles of Scilly Integrated Care Board** (**ICB) or any other agencies that could potentially lead to a ‘conflict of interest’.**  **PLEASE NOTE: If you are unable to demonstrate your independence, you will unfortunately be unable to be considered for the role of Chair/Author for this Review.** |
|  |
| 1. **Applicant’s name and contact details.** |
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| --- | --- |
| 1. **Relevant qualifications** | **5 points:** |
| (no more than 500 words) |  |
| 1. **Experience of chairing and authoring Domestic Homicide reviews and safeguarding reviews i.e. DHRs / SARs/ SCR including any ‘joint’ review experiences.** | **10 points:** |
| (no more than 500 words) |  |
| 1. **Outline any training you have completed on leading reviews** | **5 points:** |

|  |  |
| --- | --- |
| (no more than 500 words) |  |
| 1. **Outline your relevant managerial experience** | **5 points:** |
| (no more than 500 words) |  |
| 1. **Outline your enhanced knowledge of abuse issues including your experiences of leading previous Thematic SARs, supporting families through the SAR process and also your expertise in the areas defined in the basic overview of the case below:**   This case will focus on an individual who was known to a number of local services who had a history of poor physical heath, complex mental health support needs and had disclosed a history of childhood trauma. The person also had a recorded history of past harm from alcohol use and poly-pharmacological overdoses. There was alleged psychological abuse from their partner which increased their mental health difficulties. Following a deterioration in their mental well-being an incident was reported to the police, on attending the incident the person was found deceased, the police believed their death to be a purposeful act to complete suicide. | **20 points:** |
| (no more than 500 words) |  |
| 1. **The main agencies / organisations likely to be involved in this review include: Domestic abuse support services, Police, GPs, health trusts, Mental Health Services and Adult Social Care. Please outline your previous experience working for or understanding of the role and context of any of these agencies** | **15 points:** |
| (no more than 500 words) |  |
| 1. **Please outline your approach and plan to completing the DHR/SAR process including completion of the overview report.**   **This is to include your daily rate and overall cost.**  **State clearly whether your costs include the ‘co-ordination’ minute taking and meeting arrangement etc or whether this would need to be sourced separately/provided by the SAB.** | **20 points:** |
| |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |
| 1. **Please provide evidence of your skills and experience of engaging in difficult conversation with affected adults and their families?** | **10 points:** |
| (no more than 500 words) |  |
| 1. **Please confirm your availability from April 2024 and any dates you are not available.** | **5 points:** |
|  |  |
| **11 . Please confirm the limit of indemnity of public liability insurance held and also limit of indemnity of professional indemnity insurance held. If you have employees to assist with the review please also advise the amount held for employee liability. The expected amounts are as follows:**  Public Liability Insurance Limit: £5 million  Professional Indemnity Insurance Limit: £1 million  Employee Liability Insurance Limit: £5 million (if applicable)  **PLEASE NOTE: If you do not have or are unable to obtain public liability professional indemnity insurance and employee liability insurance (if applicable) you will unfortunately be unable to be considered for the role of Chair/Author for this Safeguarding Adults Review. If they are not within the expected levels please contact the SSAB directly to discuss.** | **5 points:** |
|  |  |
| **Please return completed author application forms to**: [safeguardingadultsboard@cornwall.gov.uk](mailto:safeguardingadultsboard@cornwall.gov.uk) |  |
| **Total score out of 100 points:** | *ADD* |
| **Comments/feedback:** |  |
| **Attach CV here – please note this application form must be fully completed, CVs attached on their own will not be considered as completed applications for this review.** |  |

# 6.Submitting Quotes:

All Quotes must be written in English and costs submitted are to be presented in Pounds Sterling, exclusive of VAT, but inclusive of all other costs where not stated in the Pricing Schedule.

8.2 Only Quotes submitted for this joint Domestic homicide review/Safeguarding adult review SAR authorship which meet the Council’s stated requirements in terms of timescale for delivery/performance/completion will be considered. Bidders shall include responses to all of the Council’s requirements and questions listed in this document. This includes identification of how the stated learning outcomes will be demonstrated.

8.3 The Quote Proposal must contain good and sufficient details to give a full and fair representation of the proposal and to allow the Council to fully and properly evaluate the Quote Proposal.

8.4 The Bidder shall be deemed to have obtained all necessary and relevant information for the completion of a quote and to have allowed for all costs in the quote price. No claim or variation shall be allowed by reason of any failure so to do.